

Vientiane International School is searching for a new member:

JOB TITLE:	INTERIM Operation and Finance Manager
REPORTS TO:	Head of School
SALARY SCALE:	Manager C6
CONTRACT DAYS:	212 days per year
CLOSE DATE:	Friday, March 8, 2019

Vientiane International School, an IB World School, seeks expressions of interest from suitably qualified applicants for the position of **INTERIM Operation and Finance Manager** to commence in August 2019. This exciting career opportunity is ideal for an internationally minded, caring professional who would like to work in a diverse and growing community. Vientiane offers the beauty of rural Southeast Asia along with the dynamic of a growing capital city, while the school, with its extensive campus, serves as a hub of community life.

Mission: We challenge, inspire and empower learners to develop their unique potential in our changing world.

Values: Balance, Respect, Resilience, Innovation, and Courage

Profile of the School

Vientiane International School provides children of both the international and Lao communities with a high quality education. We are a not-for-profit school, governed by a nine member board of trustees. Our school is accredited by the Western Association of Schools and Colleges and the Council of International Schools and offers all three IB programs: Primary Years, Middle Years and Diploma. Everyday, over 480 students from 43 countries, with families from business and commerce, non-governmental agencies and the diplomatic service enter our gates to learn together.

Facilities

Open, purposeful and extensive describe our facilities at VIS. With a commitment to a mission driven master planning process, the facilities aim to focus on a student learning mindset. Students and teachers have access to a purpose built art studio, black box theatre, design room, music room and four science labs, well resourced classrooms and excellent sporting facilities including outdoor courts, fitness center, pool and fields. Furthermore, as a one-to-one laptop school, all classrooms are outfitted with appropriate technological resources to allow for anytime, anywhere learning.

The Position

The **Key Responsibilities** of the **Operation and Finance Manager** are to ensure that:

- financial procedures are implemented effectively to provide all stakeholders with timely, accurate and relevant information on the finances and resources of the school.
- school-wide Human Resource Management and Facilities Management procedures are in place and are implemented, effectively executed and communicated to all stakeholders.

JOB DESCRIPTION

Operations and Finance Manager

REPORTS TO:	Head of School
INTERFACES WITH:	Principals, Human Resource Manager and Admissions Manager
SUPERVISES:	Communications Manager, Campus and Project Manager, Chief Accountant, and other Business Office personnel.

The **INTERIM Operation and Finance Manager** is a member of the senior leadership team of the school and leads the administrative staff to develop, implement and communicate such systems and processes that will allow sound financial planning as well as sound Human Resource and Facilities planning and management as required by the Board of Trustees Policy Manual. The Operation and Finance Manager works closely with the Head of School to report the financial status of the school to Finance Committee and the Board of Trustees, who are responsible for providing fiduciary oversight of the school and require current and forecast information to plan strategically.

JOB GOALS:

- Manage all accounting, financial services and business/administrative services in a professional manner producing a controlled high-quality result and logical future planning.
- Administer the fiscal affairs and budget control of the School deriving maximum benefit from the School's financial and physical assets, ensuring that all assets are controlled and safeguarded.
- Develop his direct reports and supervisees ensuring adequate professional development.
- Engage in appropriate long-range fiscal planning.
- Lead the development of the annual School budget via administration and liaison with Finance Committee.
- Ensure that school buildings, grounds, VIS approved faculty housing and transportation services are maintained to the highest standard within specified budgets.
- Coordinate and manage the fiscal affairs of new construction projects.
- Ensure that all school operations such as health and safety, security and/or transportation are functioning efficiently.
- Assure that the school is in legal and financial compliance regarding all contractual obligations.

PERFORMANCE RESPONSIBILITIES:

Financial:

- Develop budget assumptions and guidelines ensuring appropriate lead time and Finance Committee involvement via the annual budget calendar.
- Coordinate preparation of the operating budget and assist key administrators in determination of their cost center budget requirements. Determine with adequate advance timing the need for School tuition/fees modification.
- Prepare annual analysis and consolidation of budget requests and program proposals.
- Draft the annual operating and capital expenditure budgets for review by the Head of School, Leadership Team and Finance Committee. Prepare the budget in coordination with the Head of School with appropriate justification for the Board's adoption.
- Assist the Leadership Team with the execution of the Board-approved budget and recommend administrative controls where advisable.
- Manage the School's accounting and financial services and operations, including the areas of budget, revenue, expenditure, reporting, banking, investments, tax compliance and audit.
- Manage the operation of adequate accounting/business/administrative computer systems.

- Review and recommend hardware/software improvements in all accounting/business/administrative computer systems and financial/administrative management methods, policies and procedures at the School.
- Engage in long-range planning. Project School revenue, operating and capital expenditure, financial reserves and the need for tuition/fees modification for a total of five years (current year plus 4).
- Supervise the preparation of an appropriately detailed monthly and year-end financial report for the Head of School, Finance Committee and Board of Trustees.
- Supervise all bank transactions.
- Manage School capital investments and reserves within guidelines set forth by Board policy.
- Supervise School payroll procedures including payments and preparation/maintenance of all earnings, deductions and other personnel salary records.
- Ensure the effective financial control of procurement, supply inventory and property/plant equipment systems.
- Review and administer all tax and legal issues relating to the School.
- Arrange for the annual audit of School financial records by an independent accountant.

Facilities:

- Ensure appropriate maintenance and servicing of all school facilities, grounds and equipment.
- Supervise the School accounts payable process and related procedures.

Human Resources:

- Review and administer all School employment and service contracts and commitments.
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- Ensure the leasing of appropriate housing for overseas contracted staff.
- Perform other responsibilities as might be appropriate and assigned by the Head of School.

Health and Safety

- Oversee the development and implementation of health, safety and security procedures according to best practice in schools and aligned with standards of accreditation.

Responsibilities

- Other duties as assigned by the Head of School

Experience, Skills and Attributes

- Professional accounting designation and/or a Bachelor's Degree required with major in the area of finance or accounting; master's degree or MBA preferred.
- Minimum of ten years experience in the field of accounting and business operations, minimum five at supervisory level.
- International experience gained preferably in an academic environment.
- Experience in Financial Management
- Significant experience in school management in a diverse multicultural environment
- Experience with contractual work, including construction projects preferred
- Deep understanding of the integration of systems between human resource management, fiscal management and supporting the mission and vision of the school.
- Deep knowledge of budget development cycles, salary structures and payroll strategies
- Capacity to work effectively and collaboratively with different stakeholders and diverse teams; solving complex problems and ensuring effective solutions
- An excellent understanding of the cultural needs of an international school environment, and how that environment impacts local (country) human resource practice.
- Excellent interpersonal and communications skills and the ability to be supportive while simultaneously following policies and procedures.
- Experience in the implementation and management of employee professional growth and evaluation.

PERFORMANCE EVALUATION:

Job performance will be evaluated by the Head of School on a yearly basis, with goal setting being a major component of the yearly appraisal system.

Salary and Benefits

The salary and benefits will be competitive with similar schools international schools in the region and commensurate with the qualifications and experience of the successful candidate.

Application Process

Suitably qualified candidates should send the information below in a single pdf file to the Elsa Donohue, Head of School at headofschool@vislao.com, no later than Friday, March 8, 2019

- Cover letter expressing interest in the position and strengths as a candidate that are a good fit for this position.
- A current resume not to exceed two pages, including a list of referees from your last three positions with current addresses